

**AGREEMENT**

**between**

**BOARD OF EDUCATION OF THE BOROUGH OF  
FORT LEE IN THE COUNTY OF BERGEN**

**and**

**FORT LEE EDUCATION ASSOCIATION**

As agent for and representative of all  
Employees who compromise the unit set forth  
in Article 1 of the within  
Agreement covering the period

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July 1, 2005 through June 30, 2008

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PREAMBLE.

This Agreement is entered into the *14* day of *August*, 2006 by and between the BOARD OF EDUCATION OF THE BOROUGH OF FORT LEE, hereafter the "Board," and the FORT LEE EDUCATION ASSOCIATION, hereafter the "Association."

  
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## ARTICLE I.

### RECOGNITION.

1. The Board hereby recognizes the Fort Lee Education Association during the term of this Agreement, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all non-certificated custodial and maintenance personnel including:

- a. Custodians including Head Custodians
- b. Maintenance Employees
- c. Grounds Employees

2. The following positions are hereby specifically excluded from the negotiations unit:

- a. Per Diem Appointments
- b. Substitutes, including long-term substitutes
- c. Appointments for a term less than 91 days
- d. Supervisor of Buildings and Grounds
- e. Assistant to Supervisor of Buildings and Grounds

3. Anything herein to the contrary notwithstanding, it is understood and agreed that any probationary employee hired to fill a known vacancy upon completion of ninety-one (91) consecutive working days shall become entitled to the benefits of this agreement. In calculating vacation eligibility, such employee shall be credited with the prior ninety (90) consecutive days of employment. In the event said employee desires to enter into the Public Employee Retirement System at his own expense the Board will certify his initial employment date to include the first ninety (90) consecutive days.

## ARTICLE II.

### NEGOTIATION OF SUCCESSOR AGREEMENT.

1. A. The Parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, as amended in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all personnel in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article I, "Recognition," of this Agreement. An Agreement so negotiated shall be applicable to the aforementioned personnel, shall be reduced to writing, and when adopted by appropriate resolution of the Board and approved by appropriate Resolution of the Association by its internal procedures, shall be signed by the Board and the Association. Prior to execution of the Agreement, the Association's representatives shall notify the Board in writing that they are authorized to execute the Agreement in accordance with and in compliance with its internal procedures.

B. The Board and the Association shall exchange their contract proposals by January 15<sup>th</sup> of the school year in which this Agreement expires. The proposals shall be exchanged through the Superintendent of Schools.

C. Additional proposals, if any, by the Board and the Association shall be submitted no later than ten (10) school days following the submission of proposals pursuant to the provisions of 1.B.

D. During the school week following the thirtieth (30th) school day subsequent to the receipt of the proposals submitted pursuant to the provisions of 1.B or 1.C set forth above, whichever is later, the initial negotiations session between the Association and the Board shall be held.

### ARTICLE III.

#### GRIEVANCE PROCEDURE.

##### 1. Definitions.

a. The term "grievance" means any alleged violation of this Agreement or any dispute with respect to its meaning or application.

b. The term "grievance" and the procedures relative thereto shall not be deemed applicable in the following instances:

1. The failure or refusal of the Board to renew a contract of a non-tenured employee;

2. In matters where a method of review is prescribed by law, or by any rule, regulation or by-law of the State Commission of Education or the State Board of Education.

c. The term "aggrieved person" means the employee or Association making the claim.

d. The term "employee" means any regularly employed individual covered in Article I, Recognition.

e. The term "party in interest" includes the aggrieved person, his/her immediate superior, the Superintendent of Schools or his/her designee, any person who might be required to take action, or any person who action might be taken against in order to resolve the grievance.

f. The term "immediate superior" means the person to whom the aggrieved employee is directly responsible.

## **2. Purpose.**

a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievances which may arise from time to time, affecting employees of the Board.

b. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement, and that the Association has been given notice of such adjustment.

## **3. Procedure.**

a. Since it is important that the grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. If any deadline established by this Article falls on a day when the Board office is closed, said deadline shall be extended to the first day thereafter when the Board office is open.

b. An aggrieved employee shall institute action under the provisions hereof within twenty (20) calendar days of the occurrence of the grievance. Failure to file a written grievance within said 20-day period shall be deemed to constitute an abandonment of the grievance.

c. Level I: An employee with a grievance shall first discuss it with his/her immediate superior with the objective of

resolving the matter informally. A decision shall be rendered by the immediate superior within seven (7) calendar days of the discussion.

d. Level II. If the aggrieved person is not satisfied with the disposition of the grievance at the preceding level, a grievance may be filed with the Supervisor of Buildings and Grounds within seven (7) calendar days after the decision is made at the preceding level. The Supervisor of Buildings and Grounds, or his/her designee, shall arrange a conference with the aggrieved person within ten (10) calendar days after receiving the written grievance. Within ten (10) calendar days after the conference, the Supervisor of Buildings and Grounds or designee shall render a written decision.

e. Level III: If the aggrieved person is not satisfied with the disposition of the grievance at the preceding level, a written grievance may be filed with the Superintendent of Schools or his/her designee within seven (7) calendar days after the decision is made at the preceding level. The Superintendent of Schools or designee shall arrange a conference with the aggrieved person within ten (10) calendar days after receiving the written grievance. Within ten (10) calendar days after the conference, the Superintendent of Schools or designee shall render a written decision.

f. Level IV: If the aggrieved person is not satisfied with disposition of the grievance at the preceding level, or if no decision has been rendered within fifteen (15) calendar days after reaching the Superintendent of Schools, a

grievance may be filed with the Board within fifteen (15) calendar days. The Board or a committee thereof shall hear the grievance within fifteen (15) calendar days after receipt of the grievance. The Board or its committee will make arrangements for a meeting with all parties in interest to hear the matter. The Board shall render a written decision within twenty (20) calendar days from the date of the close of the hearing, setting forth reasons for its decision. Copies of such decision shall be transmitted to the aggrieved party and the Association within five (5) calendar days from the date the decision was rendered by the Board.

g. Arbitration. In the event the aggrieved person is dissatisfied with the determination of the Board, he shall request that the Association pursue arbitration according to rules and regulations established by the American Arbitration Association. In the event the Board is dissatisfied with the determination of the Association, it shall have the same right to request arbitration. The authority of any arbitrator shall be limited solely to the interpretation of the Agreement and he shall have no authority to add to, subtract from or modify any of said provisions. In rendering the decision, the Arbitrator may take into consideration arguments of past practice only as they relate to the particular grievance under consideration, provided, however, that the issue of past practice shall be confined to terms and conditions of employment and shall not include any matters involved with education policy decisions. In rendering the decision, the Arbitrator shall be bound by the laws of the State of New Jersey and the United States, decisions of the Courts

  
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of New Jersey and of the United States, and rulings and decisions of the Commissioner of Education and the State Board of Education.

The decision of the Arbitrator shall be binding upon the parties.

h. A request for arbitration shall be made no later than twenty (20) calendar days following the determination at the prior step. Failure to file within said time shall constitute a bar to such arbitration unless the Association and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

i. In the event of arbitration, the costs of the Arbitrator's services shall be borne equally by the Board and the Association. All other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

#### **4. Representation.**

Any aggrieved person may be represented at all stages of the grievance procedure by him/herself or at his/her option, a representative selected or approved by the Association. When an employee is not represented by the Association, the employee may be represented by him/herself or at his/her option by a representative of his/her own choosing. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure. Such procedure concerning representation shall not



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apply at Level I.

**5. Group Grievance.**

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent of Schools or his designee directly and the processing of such grievance shall be commenced at Level III. The Association may process such a grievance through all levels of the grievance procedure.

**6. Miscellaneous.**

a. All decisions rendered to the aggrieved person at levels II, III and IV shall be in writing, setting forth the decision and the reason or reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

b. Any grievance filed by the aggrieved person at Levels II, III and IV shall be in writing, specifying: (1) the nature of the grievance; (2) the results of the previous discussion; (3) the basis of his/her dissatisfaction with the determination. Copies of the written grievance shall be furnished by the aggrieved person to the immediate superior of the aggrieved employee and to the Superintendent of Schools or his/her designee.

c. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives as heretofore referred to in this Article.

#### ARTICLE IV.

##### NO STRIKE PLEDGE.

1. The Association agrees that during the term of this Agreement neither it nor its officers, employees or members will engage in, encourage, sanction, support, or suggest any strikes, work stoppages, boycotts, slow downs, mass resignations, mass absenteeism, picketing or any other similar actions which would involve suspension of, or interference with the normal work of the Board. The Association agrees that such action would constitute a material breach of this Agreement. In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties. In the event of any such activity by the Association or any of its officers or members, the Board shall be entitled to invoke any of the following alternatives:

- a) Withdrawal of Association recognition;
- b) Withdrawal of dues deduction privileges;
- c) Such activity shall be deemed grounds for termination of the employment of such employee or employees.

Nothing contained in this Agreement shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunctions or damages or both in the event of such breach by the Association or its members.

#### ARTICLE V.

## **SALARIES AND OTHER COMPENSATION.**

1. **Guides.** Salaries for the various job categories shall be set and paid in accordance with the salary guides for 2005-2006, 2006-2007, and 2007-2008, attached hereto and made part hereof as **Schedule A.**

### **2. Method of Payment.**

a. Twelve (12) month and ten (10) month employees shall be paid every other Friday.

b. When a payday falls on or during a school holiday or vacation, employees shall receive their paychecks on the last previous working day.

c. Direct deposit will be available for the full twelve (12) months each year. If an employee elects to utilize direct deposit, he/she can not receive vacation pay in advance.

### **3. Shifts.**

a. Employees working the hours 3:00 p.m. to 11:00 p.m., shall receive an annual bonus of \$375.00 over and above their salary for the current year.

b. Employees working the hours of 11:00 a.m. to 7:30 p.m. shall receive an annual bonus of \$375.00 per year over and above their salary for the current year.

c. Employees working the hours of 11:00 p.m. to 7:00 a.m. shall receive an annual bonus of \$450.00 per year over and above their salary for the current year.

#### **4. Overtime.**

a. Employees required and authorized to work in excess of 40 hours of work time shall be paid on the basis of one and one-half (1-1/2) times their equivalent hourly rate for all hours worked in excess of forty (40) hours of work time within any given calendar week, Sunday through Saturday.

b. Employees required and authorized to work on a contractual holiday, as defined in Article XXIII, paragraph 4, entitled "Holidays" shall be paid on the basis of one and one-half (1-1/2) times their equivalent hourly rate for all hours worked on a holiday.

c. The sign-up procedure currently in operation for the assignment of overtime work shall be continued. It is understood that if no qualified person signs up for overtime work required by the Superintendent of Schools or his designee, that the latter may then make mandatory assignments on a reverse seniority rotating basis among qualified members of the unit.

d. Overtime payment shall be made on every other Friday.

#### **5. Call-Back Pay.**

An Employee who has worked the normal eight (8) hours of work during a schedule workday and has left the school and is required to return for an assignment shall be guaranteed at least three (3) hours work and shall be paid on the basis of one and one-half (1-1/2) times the equivalent hourly rate for all hours worked.

**6. Use of Automobile.**

Employees required and authorized to use their own automobiles in the performance of their work duties shall be reimbursed for all such travel at the rate set by the Internal Revenue Service.

**7. Longevity.**

All full time, twelve (12) month employees in the continuous and uninterrupted employment of the Board for and after ten (10) years shall receive an annual bonus of \$500.00 over and above their salary for the current year. For and after fifteen (15) years of continuous uninterrupted employment, an employee shall receive an additional bonus of \$500.00 over and above his salary and bonus for the current year. For and after twenty (20) years of continuous uninterrupted employment an employee shall receive an additional bonus of \$600.00 over and above his salary and bonus for the current year. Payment of such bonuses is to commence on the following July 1st.

**8. Withholding of Increments.**

a. The salary increments specified in the salary guide, or salary increases negotiated or to be negotiated for the following year, (Schedule A is attached hereto), are not automatically granted, but are condition upon the recommendation of the Superintendent of Schools or his designee.

b. The Board may withhold for inefficiency, conduct unbecoming an employee of the Board, or just cause, the increment of any employee.

c. Increments may be withheld in accordance with the

following:

i. The employee shall be notified of the deficiencies, conduct unbecoming an employee or other just cause by the Superintendent of Schools or his designee.

ii. The employee shall be given a reasonable amount of time to make up the deficiencies.

iii. Whenever the Supervisor of Buildings and Grounds or designee recommends to the Superintendent of Schools or his designee that a salary increment be withheld, notice shall be provided to the employee which permits him a reasonable opportunity to speak on his own behalf.

iv. When the Superintendent of Schools or his designee recommends that a salary increment be withheld, the employee shall be notified and provided with a reasonable opportunity to speak on his own behalf. If the Superintendent of Schools or his designee decides to recommend withholding the increment, the reasons for so doing shall be presented to the Board of Education.

v. The Board reserves the right to accept or reject any recommendations to withhold a salary increment.

vi. Prior to voting on the recommendations to withhold a salary increment, the Board shall inform the employee of his right to an informal conference before the Board or a committee of the Board.

vii. The withholding of an increment by the Board may be appealed to the Commissioner of Education, pursuant to N.J.S. Title 18A, Education.

viii. A withholding of increment shall not be subject to the

grievance procedure.

**9. Credit for Experience.**

Whenever a person shall hereafter accept office, position or employment as a member of the custodial and maintenance staff, his initial place on the salary guide shall be at such point as may be agreed upon by the employee and the Board. The Board shall evaluate his experience and has the sole and exclusive right to fix and determine the starting salary.

**10. Black Seal License.**

All employees holding a Low Pressure Fireman's License (Black Seal License) as issued by the State of New Jersey, shall receive an annual bonus of \$250.00 over and above their salary for the current year. If the said license carries an "In Charge" designation, the bonus will be \$300.00. A low pressure fireman's license shall not be a condition of continued employment of existing employees. However, the Association agrees that it will use its best efforts to persuade and encourage all employees to obtain a low pressure fireman's license as issued by the State of New Jersey. The Board agrees to pay all costs of fireman's licenses, including without limitation tuition for schooling, initial procurement and renewal fees.

The Board expressly reserves the right in its sole and absolute discretion, to require all employees hired after the date of this Agreement to have or obtain within ninety (90) days of the date of this Agreement a low pressure fireman's license as issued by the State of New Jersey. The failure of the new employee to have or obtain the said license within the ninety (90) day period

shall be grounds for immediate dismissal without any hearing or changes whatsoever, and the decision of the Board shall not be a subject of or a cause for invoking the grievance procedure.

**11. Easter Sunday.** Any employee required to work on the day designated as Easter Sunday shall be paid at the rate of one and one-half (1-1/2) times their regular rate of pay.

**12. Acting Head Custodian.** Whenever a member of the bargaining unit covers a head custodian's position for a minimum period of two (2) continuous months, that employee shall be paid at the Head Custodian's salary rate for all continuous time he serves thereafter.

**13. Night Shift.** Any employee working a shift, starting before and extending beyond 3:30 p.m. shall be paid a pro rata share of the night shift bonus.

**14. Bonus Limitation.** Any bonuses not set forth in the present contract are invalid, except any custodian hired prior to 1969 who has received no other promotional increase will receive a bonus of \$1,377.

**15. Special Bonus.** The Board shall pay an annual bonus to such members of the Bargaining Unit, designated in the sole and absolute discretion of the Board, who are licensed by the State of New Jersey as a plumber or electrician to complete and submit applications, obtain necessary permits and to supervise and perform work permitted under their licenses, in accord with Chap. 23, Laws of 1990. This bonus shall be in the amount of \$3,000 for the plumber and \$3,200 for the electrician.

**15.1 Pesticide License Bonus.** The Board shall pay a \$2,000

bonus to a single employee, designated in the sole and absolute discretion of the Board, who holds a current Commercial Pesticide Applicator license issued by the State of New Jersey.

## ARTICLE VI.

### SICK LEAVE.

1. **Amount of Leave.** All employees covered under the terms of this Agreement shall be allowed sick leave with full pay for twelve (12) days in each calendar year. Any unused allowance shall be accumulated. The Board of Education may require a physician's certificate to be filed with the Superintendent of Schools or his designee in case of sick leave claimed.

2. **Report Form.** The report form titled, "Employee's Report of Reason for Absence," Schedule B, shall be completed in duplicate and submitted to the employee's immediate supervisor not later than the first day upon which the employee returns to work, following any day of absence for any reason. Whenever the sick-leave absence of any employee exceeds ten (10) consecutive working days, said employee shall submit to the Superintendent of Schools or his designee a certificate from a physician, engaged by said employee, delineating (i) the physician's diagnosis of the illness or injury, and (ii) the physician's prognosis of the anticipated date of return to regular employment. The doctor's report shall include any limitations on the employee's ability to return to work and the time period of such limitations. The doctor's report shall be due no later than the fifteenth (15th) day following the commencement of the sick leave.

3. **Terminal Leave.** The following additional sick leave benefits shall be paid at the time of retirement:

a. Benefits will apply to employees who retire under full-formula benefits as prescribed by the N.J. State Teachers Pension

and Annuity Fund or the N.J. State Employees' Retirement System.

b. For all employees covered under this Agreement employed prior to July 1, 1996, these benefits shall provide compensation during paid terminal leave at the rate of the annual salary applicable as of the time of retirement, with the extent of this salary payment to be 75% of the number of days of credited accumulated sick leave as of the time of retirement, except that not more than one hundred (100) days totally of this payment within the terminal leave period shall be allowed. For all employees employed after July 1, 1996, terminal leave reimbursement will not exceed the sum of \$15,000.

c. The terminal leave payment shall be calculated on the basis of 1/20th of the employee's monthly salary rate at the time of retirement.

d. In administering this benefit, it is expected that the terminal leave period will commence at the close of a regular school year.

e. The Board agrees to deposit accumulated sick leave payments to which eligible retirees are entitled into their 403-b accounts on a tax deferred basis pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), insofar as such payments are legally permitted pursuant to both New Jersey and Federal Law.

ARTICLE VII.

TEMPORARY LEAVE OF ABSENCE.

ALLOWED ABSENCE FOR OTHER THAN PERSONAL ILLNESS.

1. Emergency Leave.

A total of five (5) days' leave shall be allowed an employee without pay deduction, when his/her absence is necessitated by:

a. Court Order (inclusive of a Selective Service Board Directive)

b. Death, critical illness or injury of a member of his immediate family (father, mother, brother, sister, husband, wife or child), or his in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), an employee's grandparents and employee's spouse's grandparents, plus members of an employee's immediate household.

Statement of Necessity. The employee may be required to submit to the Board of Education a statement of the necessity for the absence. The notice shall be submitted to the Superintendent of Schools or his designee in all cases.

The Board reserves the right to reject any emergency leave claim and to direct appropriate salary deductions in the event that more than five (5) days emergency leave absence are used in any one (1) year.

The Board will pay \$50.00 per day for any unused emergency day(s). Payment will be made after the completion of the applicable school year but no later than July 31<sup>st</sup> of that year. There shall be no such payment made to any employee whose

employment with the Board ends prior to June 30<sup>th</sup> of the applicable school year.

**2. Personal Leave.**

Annually two (2) days of personal leave shall be allowed an employee, without pay deduction, for which such absence the employee shall submit at the earliest possible time a written report explaining the reason for the absence to the Superintendent of Schools or his designee.

3. The report form titled, "Employee's Report of Reason for Absence," Schedule B, shall be completed in duplicate and submitted to the employee's immediate supervisor not later than the first day upon which the employee returns to work, following any day of absence for any reason.

No employee of the Board of Education shall remain absent from work for more than ten (10) consecutive working days for any purpose other than said employee's personal illness or injury except as such employee seeks and receives advance approval from the Board of Education, through the Superintendent of Schools or his designee to cover said absence in excess of said ten (10) consecutive working days, with the allowed deviation as stipulated in the following statement. The Superintendent of Schools or his designee is empowered to extend such span of absence beyond said ten (10) day period, up to the next date on which the Board of Education will meet.

## ARTICLE VIII.

### EXTENDED LEAVE OF ABSENCE.

1. The following maternity leave provisions apply as extended leaves of absence:

All pregnant employees may apply for a leave of absence without pay. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth.

a. Maternity leave shall be granted subject to the following conditions.

i. An employee shall notify the Superintendent of Schools or his designee of her pregnancy as soon as it is medically confirmed.

ii. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.

iii. Exact dates of the leave will be arranged. The parties shall arrange leave dates in consideration of both medical evidence and administrative feasibility.

iv. A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before an employee is permitted to return from maternity leave.

b. An employee's return date to employment shall be extended for a reasonable period of time at her request for reasons associated with pregnancy, birth or other related cause. The parties may adjust the date of return in consideration of both

medical evidence and administrative feasibility.

c. The leave of absence granted a non-tenured employee hereunder may not be extended beyond the end of the contract year in which the leave is obtained.

d. Except as provided above, no employee shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, the employee shall indicate to the Board, in writing, that she intends to return to employment at least six (6) months prior to the intended date of return. Failure to so notify the Board will be deemed to be a waiver by the employee of her right to return from maternity leave that year.

e. The time spent on maternity leave shall not count toward fulfillment of the time requirements for acquiring tenure, nor will it count toward placement on the salary guide or for seniority.

f. No employee shall be removed from her duties during pregnancy, except upon one (1) of the following:

i. The Board has found her work performance has substantially declined from the time immediately prior to her pregnancy.

ii. Her physical condition or capacity is such that her health would be impaired if she were to continue working and which physical capacity shall be deemed to exist if:

aa. The pregnant employee fails to produce a certification from her physician that she is medically able to continue working, or

bb. The Board's physician and the employee's physician agree that she cannot continue working, or

cc. Following any difference of medical opinion between the Board's physician and the employee's physician, a physician selected jointly by the Board and the employee shall render a binding opinion on the physical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

iii. Any other just cause.

ARTICLE IX.

HEALTH INSURANCE.

1. The Board will provide, at Board expense, for employees covered under this Agreement, and their eligible dependents, with the following health insurance benefits:

- a. Hospitalization.
- b. Medical-Surgical.
- c. Major medical Insurance.

2. The Board may change insurance carriers at its option and after notification to the Association, provided substantially similar benefits are provided.

3. The Board agrees to provide for a dental coverage plan and prescription drug plan for all employees covered by this Agreement, together with their eligible dependents, as such dependents are defined in the insurance policy. Beginning on July 1, 2006, or as soon thereafter as is practicable, each prescription shall be subject to a per-prescription co-payment of \$10 for generic drugs and \$20 for brand name drugs. The same co-payments shall be applicable to mail-order prescriptions. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

4. The Board agrees to pay up to a maximum of \$27,000.00 annually for an optical coverage plan for all employees of the school district including the employees covered by this Agreement and other school district employees with whom the Board, by a separate written contract, agrees to provide optical coverage. Any additional cost of such plan

shall be borne by the individual district employee by way of payroll deduction. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

5. Effective 1986-87 the Board of Education will pay premiums for Health Benefits coverage under the State Health Benefits Plan and for Part B of the Federal Medicare Program for a retiree who retires after twenty-five (25) years or more of service credited in the retirement system (but not including an employee who elects deferred retirement) or who retires on a disability pension based on fewer than twenty-five (25) years service pursuant to the authorization conferred by P.L. 1974, Ch. 88.

6. Retired employees having 25 years of service may continue to purchase insurance including dental, prescription, and vision, after COBRA ends.

## ARTICLE X.

### DEDUCTION FROM SALARY.

1. The Board agrees to deduct from the salaries of its employees dues which said custodians individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9e and under rules established by the State Department of Education. Said monies, together with records of any correction, shall be transmitted directly to the N.J.E.A. Employee authorizations shall be in writing.

2. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice sixty (60) days prior to the effective date of such change. It is understood that the only obligation of the Board shall be to remit to the Association the total deductions.

3. The Association will provide the necessary check-off authorization form and the Association will secure the signatures of its members on the forms and deliver the signed forms to the Superintendent of Schools or his designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction cards submitted by the Association to the Board.

4. Upon the written voluntary request of any employee the Board agrees to deduct from said employee's salary an amount so specified in writing by said employee, said deducted amount to be

paid over by the Board upon said employee's written direction to any annuity or disability insurance plan designated by the employee and agreed to by the Association. It is understood and agreed that the sole limited and exclusive responsibility of the Board is to make the authorized deduction and to pay over the same to the designated recipients and that there shall be no other liability upon the Board in connection herewith except for deliberate malfeasance; it is further understood and agreed that under no circumstances shall the Board be required to (I) become a party to any annuity agreement or disability plan and (ii) make any contribution whatsoever now or in the future, to the annuity plan or disability plan, it being fully understood that the Board is acting for the mere purpose of making the deduction and paying the same over upon the written authorization and direction of the individual employee. Nothing herein contained shall require the Board to make payments to more than one plan for all employees at any one time.

5. In connection with the said deductions and payments for annuity and/or disability plan as set forth in 4 above, the Association and/or the individual employee must furnish to the Board (I) written notice thirty (30) school days prior to the effective date of the initial deduction to be made and (ii) written notice thirty (30) school days prior to the effective date of any change whatever in the aforementioned deduction or plan. It is understood and agreed that the sole obligation of the Board shall be to deduct and to remit in accordance with the written authorization and direction of the employee.

6. In connection with the annuity and/or disability plan deduction provided in Paragraph 4 above the Association will provide the necessary authorization and direction forms and will secure the signature of its members on the forms and deliver the signed forms to the Superintendent of Schools or his designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon annuity and/or disability plan deduction authorization forms submitted by the Association to the Board.

7. Subject to the right of the Association to change the disability plan, the Association approves the N.J.E.A. Disability Insurance Plan underwritten by Prudential Insurance Company.

  
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## ARTICLE XI.

### VOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. **Notification of Vacancies-Date:** No later than May 1st of each school year, the Superintendent of Schools or his designee shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

2. **Filing Requests.** Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent of Schools or his designee. Such statement shall include the school or schools in order of preference, to which transfer is desired. Such requests for transfers for the following year shall be submitted no later than April 1st and must be resubmitted annually by the employee desiring such change.

3. **Posting.** As soon as practicable, and no later than ten (10) calendar days after May 1st, the Superintendent of Schools or his designee shall post in each school and deliver to the Association a system-wide schedule showing the names of all employees who have been reassigned or transferred and the nature of such reassignment or transfer.

4. **Appeal.** In the event the employee believes that the procedures outlined above have not been followed, he/she shall immediately notify the Superintendent of Schools or his designee, or in writing, of such procedural defects. The Superintendent of Schools or his designee will have twenty (20) days from such notification to rectify the procedural defects. In the event the Superintendent of Schools or his designee fails to rectify such

defects, the employee shall have the right upon his/her written request made within five (5) days after the expiration of the said twenty (20) calendar day period, to an informal conference with the Board or a committee of the Board. The conference with the Board shall be expressly limited to the procedural defects only.

**5. Decision of the Board.** The ultimate responsibility for making all said transfers and reassignments rests with the Board. The Board shall have the sole exclusive right to make the final determination as to the transfer or reassignment, and the decision of the Board, as to procedure and substance, shall not be subject of or a cause for invoking the grievance procedure.

**6. Exclusion.** All vacancies occurring after May 1st are expressly excluded from the provisions of the Article and may be filled by the Board or its designee at any time and without complying with the provisions of the Article.

## ARTICLE XII.

### INVOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. **Use of Voluntary Requests.** No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position, and provided that the transfer or reassignment does not conflict with the best interests of the School District.

2. **Notice.** Notice to the employee involved in an involuntary transfer or reassignment shall be given as soon as practicable but not later than June 1st, except in cases of emergency, vacancies occurring after June 1st or temporary transfers or reassignments.

3. **Meeting and Appeal.**

a. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent of Schools or his designee, at which time the employee shall be notified of the reasons therefore.

b. In the event that an employee objects to the transfer or reassignment at this meeting, upon request of the employee, the Superintendent of Schools or his designee shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting. The decision of the Superintendent of Schools or his designee shall not be subject to the grievance procedure and shall be final and non-appealable, except as expressly otherwise set forth in Sections 3(c) and 3(d) below.

c. In the event an employee believes that the procedures

outlined in Sections 3 and 3 (a) and 3 (b) above have not been followed, he/she shall immediately notify the Superintendent of Schools or his designee of such procedural defects. The Superintendent of Schools or his designee will have twenty (20) days from such notification to rectify the procedural defects. In the event the Superintendent of Schools or his designee fails to rectify said defects, the employee shall have the right upon his/her written request made within five (5) days after the expiration of the said twenty-day period, to an informal conference with the Board, or at the Board's option, with a committee of the Board. This conference with the Board or with the committee of the Board shall be expressly limited to procedural defects only.

d. In the event the decision of the Superintendent of Schools or his designee, as set forth in Section b. of this Article, involves the involuntary transfer or reassignment from an elementary or the Middle School to the High School, or vice versa, or from one shift to another shift, then the employee shall upon written request made within five (5) days after the decision of the Superintendent of Schools or his designee, be entitled to an informal conference with the Board or at the Board's option, a committee of the Board.

**4. Decision of the Board.** The ultimate responsibility for making all said transfers and reassignments rests with the Board.

The Board shall have the sole and exclusive right to make the final determination as to the transfer or reassignment, and the decision of the Board, as to procedure and substance, shall not be

a subject of or a cause for invoking the grievance procedure.

**5. No Stay of Transfer or Reassignment.** The decision of the Superintendent of Schools or his designee as to any involuntary transfer or reassignment of any employee shall not be stayed by any appeal as provided in this Article. The employee under all circumstances whatsoever shall immediately comply with the order of transfer or reassignment as given by the Superintendent of Schools or his designee.

**6. Exclusion.** All involuntary transfers or reassignments of an emergency nature or a transfer or reassignment of a temporary nature (four months or less) are expressly excluded from the provisions of this Article, and all such transfers and reassignments may be made at any time and without complying with the provisions of this Article, and the employees shall not be entitled to exercise any of the rights guaranteed to them under the provisions of this Article.

ARTICLE XIII.

MISCELLANEOUS.

1. Any individual contract between the Board and an individual whose employment is covered by this Agreement shall be consistent with the terms and conditions of this Agreement, except, however, that the contract with a non-tenure employee shall carry a clause providing for termination of the contract by either party upon a thirty (30) calendar day notice.

2. A copy of this Agreement shall be printed within sixty (60) days of its execution at the joint expense of the Board and the Association.

3. Notice. Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified mail at the addresses listed below, and the mailing shall be deemed given when placed in the United States Post Office depository with postage prepaid for mailing:

a. If by the Association to Board at:

Fort Lee Board of Education  
255 Whiteman Street  
Fort Lee, New Jersey 07024

b. If by the Board to Association at:

Fort Lee Education Association  
School No. 1  
250 Hoym Street  
Fort Lee, New Jersey 07024

4. The term, school year, as used in this Agreement, shall mean July 1st to June 30th.

5. It is understood and agreed that the Board of Education

  
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shall provide and maintain thirty (30) all-weather parkas, each to be stenciled predominantly with the words "Property of the Fort Lee Board of Education." The aforementioned thirty (30) all-weather parkas shall be distributed among the various schools comprising the Fort Lee District to be used by the custodial staff thereof and only in the normal course of their duties and when not in such use to be left at said schools. It is understood and agreed that the useful life of the all-weather parkas shall be not less than seven (7) years and it is expressly agreed that the Board of Education shall not be asked to or be required to replace any or all of the aforementioned all-weather parkas before the expiration of said seven (7) full years of use thereof; except that the Board of Education will replace said all-weather parkas before the expiration of said seven (7) year life thereof only if same shall become unusable by virtue of normal use and the unusable sets returned to the office of the Superintendent of Schools or his designee or shall not be available because of theft and/or fire or other casualty affecting other property of the Board of Education together with the said all-weather parkas it being understood that if only the all-weather parkas are the subject of theft, fire or other casualty, the Board of Education shall not then be required to replace the same prior to the expiration of the seven (7) year life thereof.

6. Each member of the bargaining unit shall be entitled to receive an annual uniform allowance of \$375.00.

7. Agency Shop Representation Fee.

a. Purpose of Fee.

If a bargaining unit employee does not become a member of the Association during any membership year (i.e., from July 1 to the following June 30) which is covered in whole or in part by this Agreement, said employee to the extent and only to the extent permitted and authorized by law, will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative as recognized by the Board of Education to this Agreement.

b. Amount of Fee.

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

c. Deduction and transmission of Fee.

To the extent and only to the extent permitted and authorized by law, the Board agrees to deduct from the salary of any bargaining unit employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section b above and will transmit the amount so deducted to the Association.

The Board agrees to deduct the aforementioned representation fee in monthly installments, as nearly to the extent and only to the extent permitted and authorized by law as possible, during the remainder of the membership year in question. The deduction will begin thirty (30) days after the employee begins his or her

employment in a bargaining unit position.

d. Termination of Employment.

If a bargaining unit employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board to the extent and only to the extent permitted and authorized by law, will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and forward the same to the Association. In the event that an employee terminates his or her employment in such a manner that the Board is unable to make deduction from future checks, the Board is relieved of its obligation to make such deductions as to employees.

e. Mechanics.

Except as otherwise provided in this Article and to the extent and only to the extent permitted and authorized by law, the mechanics for the deduction of the representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

f. The Association herein and hereby indemnifies and holds the Board of Education harmless from and against any and all claims made or alleged against the Board of Education by virtue of and/or growing out of the Board's performance pursuant to the provisions of this Article.

8. Employees will be provided with back support belts if

required and requested. If provided, they must be worn.

**ARTICLE XIV.**

**SEPARABILITY AND SAVINGS.**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall remain in full force and effect.

ARTICLE XV.

FULLY BARGAINED PROVISIONS.

This agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## ARTICLE XVI.

### BOARD RIGHTS AND RESPONSIBILITIES.

1. The Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this agreement by the Laws and Constitution of the State of New Jersey and of the United States.

2. The Board at all times shall have the sole and exclusive right to manage, plan, direct, conduct, control, supervise, administer and execute its business. The enumeration in this agreement of certain rights shall not be construed to deny or disparage others. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the rights, subject only to the express and specific limitations imposed by the terms of this Agreement, in accordance with applicable laws and regulations, (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions within the school district, and to suspend, demote, discharge or take other disciplinary action against employees, (c) to relieve employees from duties because of reduction of force, (d) to require any and all custodial and maintenance personnel to perform all maintenance and/or custodial duties, including but not limited to custodian-repairman, courier, custodian-helper, maintenance, notwithstanding their designated position or place on the salary guide, (e) to maintain the efficiency of the school district operations entrusted to them, (f) to determine the method, means, and personnel by which such

operations are to be conducted and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

3. The exercise of the powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and the United States.

4. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under N.J.S. Title 18A, School Laws of New Jersey, or any other state or Federal Laws or regulations as they pertain to education.

**ARTICLE XVII.**

**REDUCTION OF FORCE SENIORITY.**

The Board in its sole and absolute discretion shall have the right at any time to reduce the number of custodial and maintenance personnel employed by the Board subject to the provisions of N.J.S. 18A:17-4, Reduction in Number of Janitorial Employees, for those employees who have achieved tenure status by virtue of the provisions of Article XVIII.

## ARTICLE XVIII.

### TENURE.

After three (3) consecutive calendar years of full-time employment each employee covered by this agreement shall be appointed without a fixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960, N.J.S. 18A:17-3 and 18A:17-4.

ARTICLE XIX.

EVALUATION.

1. Non-tenured employees covered by this Agreement shall be evaluated by the Superintendent of Schools or his designee at least two (2) times during their first year in the district and at least one (1) time in their second and third years in the district.

2. Tenured employees shall be evaluated by the Superintendent of Schools or his designee at least once during the school year.

3. Each evaluation shall be followed by a written evaluation report and a conference between the employee and the Superintendent of Schools or his designee for the purpose of identifying the employee's strengths, deficiencies and recommendation for correcting and improving his work.

4. The employee shall have the right within ten (10) days after receiving a copy of the evaluation report to respond in writing to negative comments on the evaluation report.

5. The employee shall be required to sign the evaluation report, but such signing shall not signify approval. Upon the failure or refusal of the employee to so sign the report, a notation of said failure or refusal shall be annexed to or inserted in the report.

6. The evaluation report, together with the employee's response thereto, if any, shall be placed in and comprise a part of the personnel file of each employee.

7. The evaluation report shall not be a subject of or a

cause for invoking the grievance procedure.

ARTICLE XX.

BULLETIN BOARDS.

1. The Board agrees to place bulletin boards at appropriate locations for the purpose of posting Association meeting notices, announcements and general activities.

  
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## ARTICLE XXI.

### PROMOTIONS.

#### 1. Positions Included.

Promotional positions are defined as positions paying a salary differential and/or positions on the supervisory levels.

#### 2. Date of Posting.

A notice of the proposed promotional positions shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting.

#### 3. Application Procedure.

Employees who desire to apply for such promotional positions shall submit their application in writing to the Superintendent of Schools or his designee within the time limits specified in the notice and the Superintendent of Schools or his designee shall acknowledge promptly in writing the receipt of all such applications. New applications must be filed by the employee for each new posted promotional position.

#### 4. Criteria for Notice.

The qualifications for the position, its duties and the rate of compensation shall be clearly set forth. No promotional position shall be filled other than in accordance with the above procedure.

**5. Appeal to Board.**

In the event the employee believes that the procedures outlined above have not been followed, he shall immediately notify the Superintendent of Schools or his designee in writing of such procedural defects. The Superintendent of Schools or his designee will have twenty (20) days from such notification to rectify the procedural defect. In the event the Superintendent of Schools or his designee fails to rectify such defects, the employee shall have the right, upon his written request made within five (5) days after the expiration of the said twenty-day (20) period, to an informal conference with the Board or a committee of the Board. The conference with the Board shall be expressly limited to the procedural defects only.

**6. Decision of the Board.**

The ultimate responsibility for making all promotions rests with the Board. The Board shall have the sole and exclusive right to make the final determination as to all promotions, and the decision of the Board, as to procedure and substance, shall not be a subject of or a cause for invoking the grievance procedure.

## ARTICLE XXII.

### GENERAL PROVISIONS.

1. This Agreement is subject to the laws of the State of New Jersey and of the United States, and the decisions, rules and regulations of the State Board of Education and the decisions of the State Education Commissioner.

2. There shall be no reprisals of any kind taken against any employee by reason of his or her membership in the Association.

3. The Association and the Board shall be responsible for acquainting their respective members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of this Agreement by its members during the life of this Agreement.

4. The Association agrees that negotiations will be conducted without the use of pressure tactics or any practice generally defined within the term "sanctions".

## ARTICLE XXIII.

### EMPLOYEE WORK YEAR.

#### 1. Term of Employment.

The term of a full-time employees covered by this Agreement shall be from July 1 to June 30.

#### 2. Hours of Work.

##### a. Full Time Employees.

i. Day Shift: Eight (8) hours per day, five (5) days per week exclusive of a thirty (30) minute per day lunch period.

ii. Night Shift: Eight (8) hours per day, five (5) days per week inclusive of a thirty (30) minute per day supper period.

b. Part-Time Employees: Those employees whose normal work time is less than twenty (20) hours per week. No lunch or supper time included. To be paid pro-rata for shift assigned.

#### 3. Vacation.

a. Eligibility: The eligibility of any employee for vacation benefits shall be determined as of July 1 of each year.

b. Amount of Vacation: Vacation time shall accrue on the basis of one (1) day of paid vacation for each full calendar month of employment by the Board of Education up to a maximum of ten (10) vacation days except as hereinafter provided.

i. Upon completion of five (5) full years of employment in the school district the employee shall be entitled to fifteen (15) working days with pay.

ii. Upon Completion of Vacation Days

6 years	16
7 years	17
8 years	18
9 years	19
10 years	20

c. Scheduling Vacations: All vacations shall be taken according to a schedule as prepared and approved by the Supervisor of Buildings and Grounds, or in his absence, the Superintendent of Schools or his designee.

i. Employees who are entitled to fifteen (15) or more vacation days may elect to split such vacation so that no more than ten (10) working days are required to be taken during July and August. The balance of the earned vacation time may be taken at another time during the school year, but only in accordance with any subject to the following provisions:

ii. Such employee eligible to split his vacation must notify the Superintendent of Schools or his designee in writing on or before March 1st of the school year advising that he so elects and further requests permission to take his eligible vacation at designated periods,

iii. It is strictly understood and agreed that the granting or withholding of such permission shall be the sole and exclusive responsibility of the Superintendent of Schools or his designee and that decision in connection with such request shall be final and binding upon all concerned.

iv. Should there be conflicting requests made by fellow employees, employees with the greater seniority shall

receive the greater performance.

v. The Superintendent of Schools or his designee shall advise the employees of his decision in connection with their vacation requests on or before April 1st of the school year.

#### 4. Holidays.

a. All full time, twelve (12) month employees shall be entitled to not less than fifteen (15) days with full pay. The following days shall be considered as holidays:

Independence Day	Christmas Day
Labor Day	December 31st
Columbus Day	New Year's Day
Presidential Election Day	Martin Luther King Day
Veterans' Day	Presidents' Day
Thanksgiving Day	Good Friday
Day After Thanksgiving	Memorial Day
December 24th	

In addition, there will be one day to be agreed upon by both the Administration and the Association.

b. It is expressly understood that if any of the above holidays falls on a Saturday or Sunday, the employee shall have a day off without loss of pay, which day off shall be taken at vacation time, unless the Business Administrator/Board Secretary approves a different time.

**5. N.J.E.A. Convention.**

Employees attending the annual N.J.E.A. Convention shall be entitled to receive a full-day's pay for each day that they actually attended the convention, provided that the employees shall first present to the Superintendent of Schools or his designee sufficient proof by way of written documentation that they attended the convention. In no event shall the Board be required to pay for such attendance for more than two (2) employees from each school building. Employees required to work on the day of the N.J.E.A. Convention SHALL NOT receive overtime pay.

ARTICLE XXIV.

WAIVER.

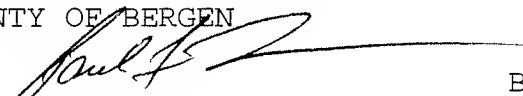
This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly and mutually agreed to and executed by both parties, except as otherwise provided by law.

ARTICLE XXV.

DURATION OF AGREEMENT.

This Agreement shall be in full force as of July 1, 2005 and shall remain in full force and effect through June 30, 2008.


BOARD OF EDUCATION OF THE  
BOROUGH OF FORT LEE IN THE  
COUNTY OF BERGEN

By:   
PAUL LEALE,  
President

FORT LEE EDUCATION ASSOCIATION

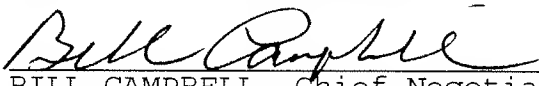
By:   
MARIA PULICE, President

Attest:


  
Business Administrator/  
Board Secretary

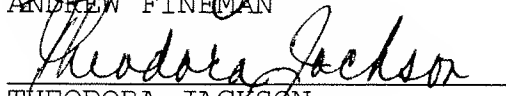
Attest:


  
CAROL TROPEA, Secretary

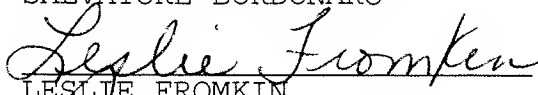
  
BILL CAMPBELL, Chief Negotiator

FLEA BARGAINING COMMITTEE

  
ANDREW FINEMAN

  
THEODORA JACKSON

  
SALVATORE BORDONARO

  
LESLIE FROMKIN

  
MARSHA BLEECHER

FORT LEE BOARD OF EDUCATION

CUSTODIAL, BUILDING, AND GROUNDS SALARY GUIDE FOR 2005-2006

STEP	CUST.	EL/NHHS	HMS	HHS	GRNDMEN	MAINT.
1	28,200	31,000	32,700	34,900	29,800	34,400
2	29,500	32,349	34,111	36,431	31,200	36,100
3	30,800	33,698	35,522	37,962	32,600	37,800
4	32,100	35,047	36,934	39,493	34,000	39,500
5	33,700	36,396	38,346	41,024	35,700	41,500
6	35,000	37,745	39,758	42,555	37,000	42,900
7	36,200	39,094	41,170	44,086	38,200	44,300
8	37,400	40,443	42,582	45,617	39,400	45,700
9	38,600	41,792	43,994	47,148	40,600	47,100
10	39,800	43,141	45,406	48,679	41,800	48,500
11	41,000	44,490	46,818	50,210	43,000	49,900
12	42,200	45,839	48,230	51,741	44,200	51,300
13	43,400	47,188	49,642	53,272	45,400	52,700
14	44,600	48,537	51,054	54,803	46,600	54,100
15	45,800	49,886	52,466	56,334	47,800	55,500
16	46,900	51,235	53,878	57,865	48,900	56,900
17	48,000	52,584	55,290	59,396	50,000	58,200
18	49,209	53,933	56,702	60,928	51,093	59,603

FORT LEE BOARD OF EDUCATION  
CUSTODIAL, BUILDING, AND GROUNDS SALARY GUIDE FOR 2006-2007

STEP	CUST.	EL/NHHS	HMS	HHS	GRNDMEN	MAINT.
1	29,300	32,100	33,800	36,000	30,900	35,500
2	30,700	33,481	35,244	37,563	32,300	37,200
3	32,100	34,862	36,688	39,126	33,700	38,900
4	33,500	36,243	38,132	40,689	35,100	40,600
5	34,900	37,624	39,576	42,253	36,500	42,600
6	36,300	39,006	41,020	43,817	37,900	44,100
7	37,500	40,388	42,464	45,381	39,200	45,600
8	38,700	41,770	43,909	46,945	40,500	47,100
9	39,900	43,152	45,354	48,509	41,800	48,500
10	41,100	44,534	46,799	50,073	43,000	49,900
11	42,300	45,916	48,244	51,637	44,200	51,300
12	43,500	47,298	49,689	53,201	45,400	52,700
13	44,700	48,680	51,134	54,765	46,600	54,100
14	45,900	50,062	52,579	56,329	47,800	55,500
15	47,100	51,444	54,024	57,893	49,000	56,900
16	48,300	52,826	55,469	59,457	50,200	58,300
17	49,500	54,208	56,914	61,021	51,400	59,700
18	50,866	55,590	58,359	62,585	52,750	61,260

FORT LEE BOARD OF EDUCATION

CUSTODIAL, BUILDING, AND GROUNDS SALARY GUIDE FOR 2007-2008

STEP	CUST.	EL/NHHS	HMS	HHS	GRNDMEN	MAINT.
1	30,400	33,200	34,900	37,100	32,000	36,600
2	31,900	34,608	36,371	38,690	33,500	38,200
3	33,300	36,016	37,842	40,281	35,000	39,800
4	34,700	37,425	39,313	41,872	36,400	41,400
5	36,100	38,834	40,784	43,463	37,800	43,000
6	37,500	40,243	42,256	45,054	39,200	44,600
7	38,900	41,652	43,728	46,645	40,600	46,200
8	40,300	43,061	45,200	48,236	42,000	47,700
9	41,600	44,470	46,672	49,827	43,300	49,200
10	42,900	45,879	48,144	51,418	44,600	50,700
11	44,100	47,288	49,616	53,009	45,800	52,200
12	45,300	48,697	51,088	54,600	47,000	53,700
13	46,500	50,106	52,560	56,191	48,200	55,200
14	47,700	51,515	54,032	57,782	49,400	56,700
15	48,900	52,924	55,504	59,373	50,600	58,200
16	50,000	54,333	56,976	60,964	51,800	59,700
17	51,100	55,742	58,448	62,555	53,000	61,200
18	52,427	57,151	59,920	64,146	54,311	62,821

*(Handwritten initials)*

**Schedule B**  
**FORT LEE PUBLIC SCHOOLS**  
**EMPLOYEE'S REPORT OF REASON FOR ABSENCE**

**INSTRUCTIONS:**

For maintaining accuracy in record keeping, this report form should be completed in duplicate with a pen and submitted to the employee's immediate superior, not later than the first day upon which the employee returns to work, following any day of absence for any reason. For this purpose, the immediate superior is defined as the Principal to whom the employee is assigned for administrative purposes and roving custodians who service more than one school building shall submit their report to the Board of Education office.

The here-defined immediate superior, as the Principal, shall retain for file one copy of this report and promptly submit the other copy to the office of the Secretary of the Board of Education.

**EMPLOYEE'S STATEMENT:**

On the following day(s) I will be or was absent for the following reason:

Absence starting on date of

\_\_\_\_\_  
(Month) (Day) (Year)

and extending through date of

\_\_\_\_\_  
(Month) (Day) (Year)

thus making a total of employment days of absence for this occasion:

No. of working days absent

for the reason of: \_\_\_\_\_

(Check one, and fill in any blanks on item checked; if more than one reason is applicable, list to the left of each box checked the appertaining dates.)

☐

**Sick leave (my own personal illness or injury):**

Employees on 10-month contract allowed 10 days per year and employees on 12-month contract allowed 12 days per year, with additionally unused portions accumulated from previous year's allowed -- without pay deduction.

☐

**Emergency leave:** Up to 5 days per year without pay deduction is allowed for the following:

(1) court order, or (2) death, critical illness or injury or an emergency of a member of my immediate family (father, mother, brother, sister, husband, wife or child) or my in-laws (father-in-law, mother-in-law, brother-in law, sister-in-law), an employee's grandparent and employee's spouse's grandparents, plus members of an employee's immediate household. Any emergency to personal property and residence.

If for death, critical illness or injury or an emergency, state here the relationship of the involved person.  
\_\_\_\_\_

☐

**Personal leave:** One day per year without pay deduction is allowed when taking a personal day, in accordance with Article XX, Section 1B of the agreement between the parties.

☐

Attendance at professional conference, convention, or meeting when approved in advance by the Superintendent of Schools or the Board of Education.

State occasion and place:  
\_\_\_\_\_  
\_\_\_\_\_

**THIS REPORT MAY NOT BE CHANGED AFTER FILING**

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
School

